



U.S. Department  
of Veterans Affairs

810 Vermont Ave NW  
Washington DC 20420  
[www.va.gov](http://www.va.gov)

VIA Email: [73628-06334043@requests.muckrock.com](mailto:73628-06334043@requests.muckrock.com)

**MAY 24 2019**

Ms. Emma Best  
MuckRock New  
DEPT MR 73628  
411A Highland Avenue  
Somerville, MA 02144-2516

RE: Freedom of Information Act Tracking Numbers: **19-06899-F; 19-07788-F**

Dear Ms. Best:

This letter acknowledges receipt of your electronic Freedom of Information Act (FOIA) request to the Department of Veterans Affairs (VA) dated May 21, 2019, in which you requested:

- Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:
  - The instruction to do so from the Agency, as well as any guidance from the senior leadership
  - Documents discussing proposals and procedures
  - Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
  - Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation
- A copy of the agency's first perfected (successful) FOIA request
- Copies of other FOIA requests filed before the FOIA request described above
- Processing notes, search slips and response documents regarding the FOIA requests described above

- The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
- A copy of the agency's first successful FOIA appeal
- Copies of other FOIA appeals received by the agency before the appeal described above
- Processing notes, search slips and response documents regarding the FOIA appeals described above
- The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

The FOIA Service received your request on May 21, 2019, and assigned it FOIA tracking numbers **19-06899-F** and **19-07788-F**. Please refer to these numbers when communicating with the VA about this request.

The records you requested are maintained at the Office of General Counsel (OGC) and the Office of Assistant Secretary for Information and Technology (OI&T). Therefore, we are redirecting your request to this office for a file search and a direct response to you. If you wish to know the status of your request, please contact them directly at the following address:

Department of Veterans Affairs  
OGC, (026H) VACO  
FOIA Officer: Renee Baxter  
810 Vermont Avenue, NW  
Washington, DC 20420  
Email: [ogcfoiarequests@va.gov](mailto:ogcfoiarequests@va.gov); Phone: (202) 461-7860; Fax: (202) 273-9299

Questions regarding the status of your request, contact Ms. Baxter.

You have been placed in the "news media" category, which means the requester is responsible for the fees associated with duplication, excluding the cost of the first 100 pages, which are free.

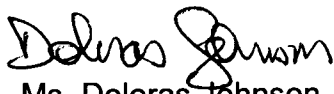
In response to OI&T's portions of the request under tracking number **19-07788-F**, VA consulted with Records Management and found FOIA records are temporary records and are destroyed 6 years after the final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if needed for business use.

See General Records Schedule 4.2, Item 020: Information Access and Protection Records, Access, and disclosure request files at <https://www.archives.gov/files/records-mgmt/grs/trs29-sch-only.pdf>. Disposition Authority DAA-GRS-2016-0013-003.

VA follows the guidelines, instructions and/or forms created to control the agency's processing of FOIA request set forth by the Department of Justice (DOJ), which can be found online at <https://www.justice.gov/oip/page/file/160716/download>.

We appreciate your interest in the VA. If you have any further questions concerning this letter, please contact Ms. Jacqueline Short of my staff at (202) 632-7426.

Sincerely,

A handwritten signature in black ink, appearing to read "Doloras Johnson".

Ms. Doloras Johnson  
Director, VACO FOIA Service  
Quality, Performance, and Risk (QPR)  
Office of Information and Technology (OIT)